

Registration

All new MHP users must submit a registration request. To do this, login at <https://mhp.redstone.army.mil>. A CAC, ECA, or PKI certificate is required in order to access the website. Tip: Users must select their email certificate, and select OK after login.

Complete the form as described below. A message appears to notify you that their Registration is successful. Please allow 24-48 hours for the JMC Administrator to process their Registration request. Users will receive an email notification when their request is processed.

By completing the fields in red in the Information section, users receive automatic access to the following modules and access levels: Malfunctions DA4379 and DA4379-1, Ammo Help Ask a Question, and Help Desk. Select I need additional MHP Access at the bottom of the page to submit a request for additional modules.

Acceptable Use Policy

Download and Sign AUP

1. Select the MHP Acceptable Use Policy link.
2. Scroll down to the bottom of the document, and click the signature field.
3. Select the email certificate from the Sign As drop-down menu.
4. Press the Sign button.
5. Select File > Save as on the menu bar of Internet Explorer.
6. Press the Save button.
7. The file should save to the Documents folder containing digital signature.
8. Close the document.

Upload AUP

1. Complete the following fields in red below in the Information section.
2. Select the Browse button.
3. The Choose File to Upload window opens.
4. Select the AUP For MHP.pdf file, and press the Open button.
5. The path to the file populates in the Acceptable Use Policy textbox; for example, C:\Users\kristin.terry\Documents\AUP For MHP.pdf **The AUP must be uploaded in order to submit your registration.**
6. Go to Help > User Information/Request Access after the registration request is submitted and approved, and select the Signed AUP link at the top of the page to view the AUP

Information

1. Enter or select the following required information:
 - First Name
 - Last Name
 - Phone
 - Email Address
 - Title
 - Grade/Rank
 - Organization
 - City
 - State
 - Country
 - US Citizen
2. Users must select **US Citizen** in order to select a Profile in Request Profile Access.
3. Other fields, such as Middle Initial and DSN Phone, are optional.
4. Select Submit to receive automatic access to Malfunctions DA4379 and DA4379-1, Ammo Help Ask a Question, and the Help Desk.
5. Select I Need additional MHP Access to request additional MHP modules.

Request Profile Access

1. Select a Profile from the Profile drop-down menu.
2. Select Add.

Request Access

If the Profile that the user selects does not meet all of their access needs, they can also select individual Modules.

Select a Module from the drop-down menu. If the Module does not appear, look in Current Access to ensure that the user does not currently have access to it. Otherwise, it is also possible that the Module is not available. Contact the MHP Help Desk for any questions.

1. Select the Access Level from the drop-down menu.
3. Select Add to add the Module and Access Level to their request, which appears in Requested Access To.
4. Select Delete to remove the Module from their Request for Access.
5. Scroll to the bottom of the page, and select Submit in order to send the Request for Access to MHP.

Verification/Additional Access

1. Enter the reason why the access is necessary.
2. This field is required in order to submit their request.